

SENATE BILL NO. 113

INTRODUCED BY D. LEWIS

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4 A BILL FOR AN ACT ENTITLED: "AN ACT INCREASING THE MEAL REIMBURSEMENT RATE FOR STATE
5 EMPLOYEES TRAVELING WITHIN THE STATE; AMENDING SECTION 2-18-501, MCA; AND PROVIDING AN
6 EFFECTIVE DATE."

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8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

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10 **Section 1.** Section 2-18-501, MCA, is amended to read:
11 **"2-18-501. Meals, lodging, and transportation of persons in state service.** All elected state officials,
12 appointed members of boards, commissions, or councils, department directors, and all other state employees
13 must be reimbursed for meals and lodging while away from the person's designated headquarters and engaged
14 in official state business in accordance with the following provisions:

15 (1) Except as provided under subsection (3), for travel within the state of Montana, ~~lodging:~~
16 (a) lodging must be authorized at the actual cost of lodging, not exceeding \$35 ~~per a~~ day, and taxes on
17 the allowable cost of lodging, ~~except as provided in subsection (3), plus \$5 for the morning meal, \$6 for the~~
18 ~~midday meal, and \$12 for the evening meal.~~ All claims for lodging expense reimbursement allowed under this
19 section must be documented by an appropriate receipt.

20 (b) meal reimbursement must be 85% of the standard MINIMUM federal rate set under 41 CFR, part
21 301-11, ROUNDED TO THE NEAREST DOLLAR for each meal.

22 (2) Except as provided in subsection (3), for travel outside the state of Montana and within the United
23 States, the following provisions apply:

24 (a) Lodging must be reimbursed at actual cost, not to exceed the prescribed maximum standard federal
25 rate ~~per for each~~ day for the location involved plus taxes on the allowable cost.

26 (b) Meal reimbursement may not exceed the prescribed maximum standard federal rate ~~per for each~~
27 meal.

28 (3) The department shall designate the locations and circumstances under which the governor, other
29 elected state officials, appointed members of boards, commissions, or councils, department directors, and all
30 other state employees may be authorized the actual cost of lodging when the actual cost exceeds the maximum

1 established in subsection (1)(a) or (2)(a).

2 (4) For travel to a foreign country, the following provisions apply:

3 (a) All elected state officials, appointed members of boards, commissions, or councils, department
4 directors, and all other state employees must be reimbursed for the cost of meals and lodging within the rates
5 established by the department of administration when traveling in the normal course of their duties to designated
6 areas. The department shall use the United States department of state maximum travel per diem allowances for
7 foreign areas in establishing the rates.

8 (b) All claims for lodging reimbursement allowed under this subsection (4) must be documented by an
9 appropriate receipt.

10 (5) When other than commercial, nonreceiptable lodging facilities are used by a state official or employee
11 while conducting official state business in a travel status, the amount of \$12 is authorized for lodging expenses
12 for each day in which travel involves an overnight stay in lieu of the amount authorized in subsection (1)(a) or
13 (2)(a). However, when overnight accommodations are provided at the expense of a government entity,
14 reimbursement may not be claimed for lodging.

15 (6) The actual cost of reasonable transportation expenses and other necessary business expenses
16 incurred by a state official or employee while in an official travel status is subject to reimbursement.

17 (7) The provisions of this section may not be construed as affecting the validity of 5-2-301.

18 (8) The department of administration shall establish policies necessary to effectively administer this
19 section for state government.

20 (9) All commercial air travel must be by the least expensive class service available."
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22 **NEW SECTION. Section 2. Effective date.** [This act] is effective July 1, 2007.

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